APPROVED by the Senate of the Lithuanian University of Health Sciences on 22 April 2021 by resolution no. 148-04

REGULATIONS OF THE STUDY PROGRAMME COMMITTEE OF THE LITHUANIAN UNIVERSITY OF HEALTH SCIENCES

I. GENERAL PROVISIONS

1. At the Lithuanian University of Health Sciences (hereinafter – LSMU or the University) the Study Programme Committee (hereinafter – the Committee) is established to create, manage, evaluate and improve the first and second cycle and integrated study programme(s).
2. The regulations of the Committee (hereinafter – Regulations) regulate the composition, operational goals and functions, work organisation, rights and duties of the LSMU study programme(s) Committee.
3. In its activities, the Committee is guided by the Law of the Republic of Lithuania on Science and Studies, the description of the structure of Lithuanian qualifications, descriptions of study fields, LSMU statute, LSMU study regulations, LSMU study quality assurance provisions and other institutional and national legal acts regulating studies.
4. The Committee is subordinate to the dean of the faculty.

II. ESTABLISHMENT AND COMPOSITION OF THE STUDY PROGRAMME COMMITTEE

5. The Committee is established for each study programme or several groups of the same field of study or fields that are close in terms of their content.
6. The same Committee can be dedicated to both undergraduate and postgraduate study programmes.
7. The Committee consists of at least 5 members. The composition of the Committee must include:

   7.1. at least three lecturers from the departments conducting studies of the programme(s);
   7.2. one or more student representatives of the programme(s) delegated by the Student Representative Office;
   7.3. one or more representatives of the social partners.

8. The composition of the Committee is approved by the rector by order on the recommendation of the dean of the faculty. The renewal of the composition of the Committee can be initiated by the dean, the change is legalised by the rector's order.
9. The composition of the Committee is published on the University website.
10. The Committee can invite experts from other departments and institutions to work.

III. OBJECTIVES AND FUNCTIONS OF THE CURRICULUM COMMITTEE

11. Objectives of the Committee:

    11.1. prepare a description of the intended study programme;
    11.2. to ensure the continuous quality of the supervised study programme(s) in

cooperation with Departments conducting the studies, the faculty council, the dean's office, the Study Quality Monitoring and Assurance Commission and other University departments and the Student Representative Office.

12. The Committee ensures the quality of the ongoing study programme(s) by performing the following functions:

12.1. analyses the programme(s) according to the following quality-determining criteria:

12.1.1. compliance of the programme(s) with national and international legislation;
12.1.2. compliance of the programme(s) with the needs of the labour market and society;
12.1.3. innovativeness of the programme(s);
12.1.4. links of the programme(s) with the latest scientific (artistic) achievements;
12.1.5. data on admission to the programme(s) and monitoring of publicity;
12.1.6. internationality of the programme(s) (mobility of students and lecturers);
12.1.7. student progress monitoring, drop-out rates;
12.1.8. data on complaints, appeals, academic dishonesty;
12.1.9. flexibility of the programme(s), tailoring studies to individual student's needs;
12.1.10. data on cases of violation of academic ethics, harassment, violence; 12.1.11. student support (academic, social, financial, psychological) statistics;
12.1.12. adequacy of human and material resources allocated to the programme(s) and eligibility;
12.1.13. indicators of student satisfaction with the programme(s);

12.2. approves the descriptions of the modules (subjects), taking into account the extent to which the scope, content, teaching and assessment strategy of the modules (subjects) make it possible to achieve the expected study results in the study programme and to implement the concept of student-oriented studies;

12.3. prepares the study plans of the relevant programme and submits them for consideration by the faculty council;

12.4. initiates and actively participates in the preparation and/or improvement of final theses (exams), implementation of practice and other procedures related to the implementation of the study programme;

12.5. organises discussions with students, lecturers and heads of departments conducting studies at least once per semester;

12.6. analyses the information provided by the Career Centre about the needs of the labour market, the opinions of graduates and employers, and suggestions regarding the improvement of the programme and the need for trained specialists;

12.7. analyses the survey data on modules/subjects and teaching quality assessment in the LSMUSIS environment and submits it to the Study Centre at the beginning of the new semester a report on implemented/planned changes (regulated by "LSMU feedback Organisational procedure for improving the quality of studies");

12.8. analyses the information provided by the Study Centre about the results of the lecturer survey(s), the need to improve available competencies;

12.9. collects feedback information from students by organising the following surveys: satisfaction with the programme(s), practice evaluation, preparation and defence of the final thesis and other surveys according to the organisational procedure of LSMU feedback for improving the quality of studies;

12.10. initiates and organises the updating of the descriptions of the study programme(s) and the modules (subjects) that make it up, as the main structural unit of programme quality assurance in the University, whose proposals and decisions are coordinated with the departments implementing the programme(s), the faculty dean and the vice-rector for studies;

12.11. makes suggestions to the units conducting the studies, the dean and the faculty council regarding the adequacy and sufficiency of the material and human resources needed to implement the programme(s), the implementation of innovative study methods and the improvement of other criteria that ensure the quality of the programme;

12.12. cooperates with the Marketing and Communication Department, the Career Centre, the Study Centre and other departments in organising the publicity of the study programme(s).

IV. ORGANISATION OF THE ACTIVITIES OF THE CURRICULUM COMMITTEE

13. The activities of the Committee are led by the Chairperson of the Committee, who is appointed by the dean's proposal by the vice-dean of the faculty or another lecturer who lectures in the study programme and represents the direction of the study programme, has a doctorate degree, experience in pedagogical work, is able to lead a team, has leadership qualities and initiative and implementation of innovations in improving study programmes' quality.

14. The deputy and secretary of the Committee are elected from the members of the Committee.
15. Functions of the chairperson of the Committee:

    15.1. organise the activities of the Committee;
    15.2. prepare and submit the Committee's annual activity plan and report of the previous academic year and submit it for

    approval to the dean;
    15.3. participate in the provision of the self-analysis summary of the relevant field of study and stage

    for external evaluation in the preparation process;
    15.4. to represent the study programme(s) at Lithuanian and international events;
    15.5. to distribute responsibilities to the members of the Committee (lecturers and students, social partners) and the tasks that members undertake.

16. Functions of the deputy chairperson of the Committee:

16.1. in the absence of the chairperson, lead meetings and perform other tasks assigned by the chairperson.

17. Functions of the secretary of the Committee:

17.1. participate and provide support to the chairperson in organising meetings;
17.2. prepare materials for the issues under consideration;
17.3. prepare and store meeting minutes and resolutions;
17.4. publish relevant working documents of the Committee to the community.

18. If the secretary of the Committee does not participate in the meeting, another secretary of the organised meeting is elected from the members of the Committee.

19. Committee meetings are convened as needed, but at least once per semester.
20. Meetings are recorded and signed by the Chairperson and Secretary of the Committee. Meetings can be virtual.
21. Decisions at meetings are made by open or secret voting (secret if at least one member of the Committee participating in the meeting requests it). The decision is adopted when more than half of the members present at the meeting voted for it. In the event of a tie, the chairperson's vote is decisive.
22. Other University employees or students and representatives of social partners may also be invited to the meetings.
23. Committee members who are employees or students at the University are paid a supplement or an incentive stipend from the general funds of the University for their activities in the Committee at the proposal of the dean.

V. RIGHTS AND DUTIES OF THE STUDY PROGRAMME COMMITTEE

24. The Committee has the right to:

24.1. to receive information related to the supervised study programme(s) from University departments (Study Centre, Career Centre, Marketing and Communication Department, International Relations and Studies Centre, Human Resources Department, Library and others);

24.2. to receive the necessary administrative and financial support from the faculty and the University administration for carrying out the activities of the Committee, if necessary;

24.3. to carry out direct and indirect control of the lecturing quality of the programme(s). If necessary, the chairperson, deputy or members (lecturers) of the Committee can be registered in the programme subjects in the MOODLE system.

24.4. To require the department(s) implementing the programme(s) to prepare module (subject) descriptions in time and in high quality.

25. Duties of the Committee:

25.1. perform the (established) functions entrusted to the Committee;
25.2. to submit in writing to the dean of the faculty and the vice-rector for studies

Committee activity report for the previous academic year; 25.3. publish the Committee's annual reports to the community;

25.4. to provide information on study programme quality indicators and other data to the departments conducting the studies, the dean's office, the field self-analysis preparation group and other departments related to the quality assurance of the supervised study programme(s);

25.5. The members of the Committee must attend the meetings of the Committee, base their opinion on the facts, perform the assigned work in a timely and appropriate manner, and comply with the requirements of academic ethics.

VI. FINAL PROVISIONS

26. The composition of the Committee can be changed or supplemented at the request of the dean by order of the rector.
27. The Committee of the joint study programme may also follow the regulations of the study programme Committees of another higher education institution or their corresponding provisions, if so specified in the contract.